

ACCOUNTING PROCEDURE

TOPIC: Section 11--Institution Accounting 4.1	EFFECTIVE DATE: 6/1/83
TITLE: Canteen Financial Statements	REVISION DATE: 9/14/04
AUTHORIZED BY: Cheryl Thompson, Financial Manager	PAGE 1 OF 14

**BACKGROUND**

For the purpose of financial statement presentation, canteen funds are classified as enterprise activity and therefore should be operated in a manner similar to private business enterprises. Canteen funds are subject to generally accepted accounting principles (GAAP).

Canteen financial statements are subject to audit by legislative and departmental auditors.

**POLICY**

Canteens are required to prepare an annual report on canteen operations for the fiscal year ended June 30. This report will consist of a balance sheet, statement of revenues/expenses and fund equity changes, statement of cash flows, note disclosures, and supporting schedules. The threshold for capital assets is \$5,000.

This report will be submitted to the Bureau of Fiscal Services (BFS) no later than July 31. The financial statements must be prepared in accordance with the attached instructions and generally accepted accounting principles. The statements must be signed by the preparer and an independent person who reviewed the statements for accuracy, consistency and completeness.

The Legislative Audit Bureau has recommended more frequent financial statements be prepared for internal management purposes. Non-operating canteens (principally vending machine commissions) should prepare financial statements for semi-annual periods. BFS recommends that operating canteens prepare monthly financial statements to determine net profit and other management information. Semi-annual or monthly management financial statements will not be submitted to BFS; however, they should be retained and subject to audit.

## **PROCEDURES**

### **A. GENERAL**

1. The canteen statements are prepared on the basis of proprietary accounting principles (Enterprise Fund). Proprietary accounting matches income and expense to determine net profit for the period. The canteen bank account and the canteen financial statements should include only activity related to the operation of the canteen and related income and expense. Activity not related to the canteen should be deposited in a separate bank account. See [Section 11--Institution Accounting 4.0](#)(Canteen Fund Policy and Procedures).
2. The canteen financial statements are to be prepared on the basis of accrual accounting. Revenues are to be recognized in the period when earned. Expenditures are to be recognized in the period when incurred. Following are some general concepts:
  - Revenue received prior to the period in which it is earned should be classified as deferred income;
  - Expenses paid in the current period for goods and/or services to be received in the subsequent period will be classified as a prepaid expense;
  - Revenue earned but not received as of the statement date will be accrued (commissions earned but not yet received from the vendor, and interest income earned but not yet received).
3. The cut-off date for the statements is June 30. This date must be applied consistently across all activity of the canteen fund. For FMS data used in canteen statements, no July or August activity coded as June 30 is to be used.
4. Generally accepted accounting principles require a statement of cash flows to be prepared. In order to prepare this statement accurately, adequate records must be maintained to identify cash and non-cash transactions. The balances for accounts payable, accounts receivable, revenues and disbursements must be computed accurately. The cash balance reported must agree with the cash transactions reported.
5. The canteen fund shall maintain capital inventories when equipment with an original cost of more than \$5,000 is used in operations. The canteen inventories shall be separate from the institutional capital inventories. Donations of capital equipment from the canteen to the institution shall be considered as operating transfers-out and maintained on the institution's capital inventories as a non-FMS addition.
6. Physical inventories of merchandise purchased for resale must be conducted at least semi-annually. These inventories are to be done by or verified by an independent person. Canteens without perpetual inventories should conduct physical counts of inventories quarterly or monthly to determine cost of goods sold.
7. Governmental accounting principles require that transactions between the canteen fund and other GAAP funds require special treatment. The three major categories of funds relating to DHFS activities are:

- **Proprietary**--mental health institutes, developmental disability centers;
- **Fiduciary**--inmate resident funds;
- **General**--DDES Central Office, Sand Ridge, Wisconsin Resource Center.

The transactions between funds can generally be classified as follows:

- **Reimbursements**--transactions that constitute reimbursements of a fund for expenditures or expenses initially made from it that are properly applicable to another fund. For example, the canteen fund pays sales tax for the general or another enterprise fund, and these monies are subsequently reimbursed by the appropriate fund. A reimbursement should result only from improper classification or clearing account payments made for expediency in a controlled environment.
- **Quasi-external transactions**--transactions that would be treated as revenues or expenses if they involved organizations external to the governmental unit. For example, sales made to operating units by the canteen. These types of transactions do not require special reporting and are treated as other transactions.
- **Operating transfers**--legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended. For example, another enterprise fund or the general fund subsidizes canteen fund activity. Operating transfers are reflected on the statement of revenue and expense.

**Operating transfer-in**--when funds are transferred to the canteen fund. For example, salary and fringe benefits paid to canteen employees and charged to the institution's operating budget.

**Operating transfer-out**--when the canteen fund transfers funds to the institution, its employees or residents.

- **Residual equity transfer**--Non-recurring or non-routine transfers of equity between funds. Generally, these transfers are infrequent, such as start-up costs or remodeling projects. Residual equity transfers are reported as a part of equity.
8. An adequate audit trail must be maintained. Each account balance must be traced to original source documentation. Each transaction must be supported by documentation. Unusual or non-routine transactions must be explained. Supplemental schedules and notes may be needed for more complex transactions. Canteen records must be retained for audit purposes.

Certain supporting schedules must be forwarded to BFS so that any necessary adjustments may be prepared correctly. In addition, certain information is needed for required footnotes in the CAFR.

Required supporting schedules include:

- 1) Listing of name(s) and payroll coding for all canteen employees;
- 2) Worksheets showing salary and fringe benefits, including the accrued and prepaid items (source documentation and calculations);
- 3) Calculation of compensated absences;
- 4) Explanation of any prior-period adjustments;
- 5) Maturity dates for certificates of deposit;
- 6) Canteen capital asset schedule;
- 7) Detail listing of all receivables and payables, including due to and due from other funds.

B. INSTRUCTIONS FOR THE STATEMENT OF REVENUES/EXPENSES AND FUND EQUITY CHANGES (FORM DMT-477)

1. **Gross Sales** reflect income generated by the sale of goods. Any income received prior to its being earned is to be reported on the balance sheet as deferred income, a liability account.
2. **Beginning inventory** must be the same as ending inventory for the prior period.
3. **Purchases** must include the cost of all goods received by or on the statement date, whether or not the invoice has been received or paid. Any accrued expense (not paid) must be recognized as an accounts payable in the balance sheet.
4. **Ending inventory** per perpetual inventory records or by physical count times the average cost per item. An independent person must verify the physical count.
5. **Other Operating Income** includes income from other operating activities of the canteen. It does not include commissions, interest or other non-operating income. Cash/over should be reported as other operating income. Sales tax discount may be reported as other operating income if sales tax is recorded separately, or left as a residual amount in gross sales if the price includes the sales tax.

Do not report miscellaneous credits as income if they do not meet the income test (Is it earned?). For example, do not report refunds of expenditures as income.

Income from private-fund raising activities should not be reported as other operating or non-operating income. These monies should be deposited in a separate bank account.

6. **Operating Expenses** should match related expenses to income generated by operating activity. Do not include any expenses not related to the generation of operating revenue. Donations to the institution or to employees or residents are not operating or non-operating expense.
7. **Salaries** should include all salary and fringe benefits paid to canteen staff directly engaged in canteen operations. Salaries include the amount charged to the operating budget as well as the canteen. The amount of canteen salaries charged to the operating budget of the institution should be reported also as an operating transfer-in.

Important Note: The salary and fringe benefits must be reconciled to the first June FMS run printed in July. Any salary and fringe earned by June 30th, but not recorded on FMS, will have to be accrued. We will need a copy of your worksheet showing these calculations and copies of your source documents. Please note that Health, Life and Income Continuation Insurance are paid two months in advance of coverage. These two payments are recorded as Prepaid Expense on the Balance Sheet. The above information is required for both the reimbursed and non-reimbursed salary and fringe expense.

Total fringe benefit expense for health, life, and income continuation insurance should be equal to the total FMS expenses as of the final June 30 report, less the current year July payment, plus the prior year July payment.

8. **Supplies and Services** include items consumed or expensed during the period in order to generate operating income. Such items include:
  - paper bags, plastic utensils, etc. directly used in filling canteen orders;
  - items consumed indirectly such as office supplies;
  - The cost of goods received by or on the statement date, whether or not the invoice has been received or paid. Any accounts payable must be recognized as a liability in the balance sheet.
  - Generally, operating supplies and services expenses must be matched to the production of sales or other operating income.
9. **Depreciation** should be calculated for all capital items directly used in canteen operations. Canteen capital items should be recorded and depreciated in accordance with [Section 8--Capital Assets 1.0](#) (Capital Asset and Inventory Systems). Separate accounting records are needed for the canteen since the canteen is a separate enterprise fund.
10. **Miscellaneous expense** should not include donations from the canteen to the institution, residents or employees. Cash shortages are to be reported as miscellaneous operating expense. Stores transfers should be reported as supplies and services.
11. **Non-operating income** should be reported in three categories, including commissions, interest, and other income.
12. **Non-operating expense** matches expense to related non-operating income. Donations are not reported in this category.
13. **Operating transfer-in** includes the portion of salaries and fringe benefits paid to canteen employees by the operating budget. This amount must be included in salaries above.
14. **Operating transfer-out** includes the cost of all donations by the canteen to the institution, employees, and residents. Capital equipment purchased by the canteen for the institution's use should be added to the institution's capital inventory as a non-FMS addition.

C. INSTRUCTIONS FOR THE BALANCE SHEET (FORM DMT-477B)

1. **CASH**

- a. **Cash on hand** should include canteen change fund amounts. The canteen fund may not be used as a petty cash fund for the operating accounts. Resident accounts should have their own change or petty cash accounts. The amount shown as cash on hand should agree with the amount shown on the Depository Fund Report. See [Section 2--Cash and Cash Equivalents 6.0](#) (Depository Funds and Petty Cash Reports)
- b. **Cash in checking/savings accounts** must agree to the amount of cash per accounting records. Do not use the bank balance amount as of this date since there are items in transit. The amount shown as cash in checking accounts should agree with the amount shown on the Depository Fund Report. See [Section 2--Cash and Cash Equivalents 6.0](#) (Depository Funds and Petty Cash Reports)
- c. **Certificates of deposit** the amount reported should agree with the accounting records. Do not use the bank balance as there may be items in transit or the bank may not have posted interest earned. The amount shown for the certificates of deposit should agree with the amount shown on the Depository Fund Report. Report maturity dates on a separate schedule. See [Section 2--Cash and Cash Equivalents 6.0](#) (Depository Funds and Petty Cash Reports)

2. **RECEIVABLES**

Receivables represent the amounts due to the Canteen fund from individuals, vendors, other governmental units both within and outside the State of Wisconsin, as well as interest earned but not received. Amounts to be received from providing services or the sale of products should be recognized as revenue along with a related receivable if the goods and services are provided by June 30, and the cash or other receipt has not been received. Receivables may include unbilled amounts, if the amount due has not been invoiced.

It is recommended that you review the transactions in the two months subsequent to June 30 so that all revenue related to the current fiscal year but received and recorded in the subsequent fiscal year (beginning July 1) can be properly recorded as a receivable.

- a. **Receivables** include all amounts due to the canteen from suppliers, customers, interest or amounts due from individuals. A supporting schedule of receivables should be prepared.
- b. **Due from other funds** includes all amounts due from the institution or other state agencies as of the statement date. Provide a listing detailing the name and amount owed to the canteen fund. Amounts due from the institution are classified as Due from other Funds--Operating transfer-in. Amounts due from other state agencies would be classified as Due from Other Funds.

3. **INVENTORY**

**Inventories** reflect the value of materials and supplies on hand for future use or resale.

- a. Canteen funds should value inventories on hand at June 30 using either a first-in, first-out (FIFO) or average cost flow assumption method, applied on a consistent basis from year to year. Canteens should report inventories using the consumption method of inventory control. This method recognizes materials and supply expenses at the time the inventory is consumed rather than at the time the items are purchased.
- b. It is important that the inventory value be consistent with the cut-off period for purchases in cost of goods sold and accounts payable in the balance sheet.

4. **PREPAID ITEMS**

**Deferred expense** (prepaid items) includes payments for expenditures for items to be consumed in future periods. Deferred expenses are assets and should not be reported on the statement of revenue and expense. Prepaid expenses include, but are not limited to, rent, insurance, and supplies.

- a. Generally, Canteen prepaid items relate to the employer's (state) share of health life, and income continuation insurance payments made prior to the coverage period.

The State pays the Employee Trust Fund in June for July insurance coverage. This payment, made prior to the June 30 year-end, is included in the current year's fringe benefit expense total on FMS. However, this amount is not to be included in the current year fringe benefit expense total and recorded as a prepaid item since the coverage relates to a period after June 30.

The State also pays the Employee Trust Fund in July for August insurance coverage. This payment, made subsequent to the June 30th year-end, is also included in the current-year fringe benefit expense on FMS. However, this amount is not to be included in the current year fringe benefit expense total, since the coverage relates to a period after June 30 and the payment was not prepaid (made on or before June 30).

The employer portion of health, life, and income continuation should be reconciled to FMS. The prepaid amount should be equal to the June voucher on FMS for the applicable canteen employee(s).

- b. Canteens with payroll expense should use appropriation 225 to record canteen salary and fringe benefit expenses. See [Section 11-Institution Accounting 4.2](#)(Reimbursement of Canteen Operations Expense) if your canteen has payroll and fringe benefit expenses recorded in appropriations other than 225.

5. **CAPITAL ASSETS**

**Capital assets** represents the canteen's equipment inventory and are to be recorded according to [Section 8--Capital Assets 1.0](#)

(Capital Asset and Inventory Systems) and [Section 8--Capital Assets 4.0](#) (Canteen Fund Policy and Procedures).

- a. Items are to be valued on a historical cost basis. Donations of equipment to the institution for its use are included in the institution's capital assets.
- b. **Accumulated depreciation** represents the cumulative depreciation expense for capital assets. Fully depreciated assets should be reported so long as the asset is in service in the canteen.

6. **PAYABLES AND ACCRUED LIABILITIES**

Payables include all amounts owed by the canteen fund to individuals, organizations and other governmental units, both within and outside the State of Wisconsin. Amounts owed by the canteen for services or products should be recognized as an expense along with a related payable if the goods or services were received by June 30 and the cash or other settlement has not been paid. Payables may include the unbilled amounts where a vendor invoice has not yet been received.

- a. It is recommended that you review the transaction in the two months subsequent to June 30 so that all amounts related to the current fiscal year but paid in the subsequent fiscal year (beginning July 1) can be properly recorded as a payable.
- b. It is important that purchases in the cost of goods sold be consistent with the amount paid plus any amounts due as payables.
- c. Payables and accrued liabilities are to be classified to the proper account. A supporting schedule should be prepared breaking down the amounts of purchases paid by the statement date and those that are accrued as a payable.
- d. **Sales tax payable** should be calculated and accrued as of the statement date. Under accrual accounting, sales tax expense is not reported. Sales tax due is reported as a liability account.

If the sales tax is calculated separately, debit cash and credit sales tax payable when the sales tax is collected. Debit sales tax liability and credit cash when the sales tax is remitted to the Department of Revenue. The sales tax discount may be reported as other operating income.

If sales tax is built into the price, divide the gross sales amount by 1.05 (or the appropriate rate) to get the amount of sales without tax, then subtract this amount from the gross sales amount for the sales tax payable. Credit sales tax payable and debit gross sales for the amount owed to the Department of Revenue (less the sales tax discount, which will be reflected in gross sales). Debit sales tax payable when the sales paid is remitted to the Department of Revenue and credit cash.

- e. **Due to other funds** includes all amounts owed to the institution or other state agencies as of the statement date.



- f. **Compensated absences** are to be reported for all employees in canteen operations through June 30. This amount must include both the reimbursed and non-reimbursed amounts. See DOA's GAAP Conversion Manual, Section V Policy's & Procedures, Sub-Section 11-Compensated Absences, Procedures for how to calculate compensated absences.
- g. **Deferred revenue** (unearned income) includes any revenues which have not been earned in this period. These items are reported as a liability (not income) since they have not been earned.

7. **CHANGES IN FUND EQUITY**

- a. **Beginning fund balance** must agree with the ending fund balance from the prior period.
- b. **Contributed capital/residual equity transfer** includes capital equipment originally purchased by the institution and used in canteen operations. Buildings should not be considered contributed capital. A review of past records may be necessary to update canteen financial statements. Contributed capital should be removed from the institution's capital records since it is no longer being used in the institution's operations. Fully depreciated capital equipment used by the canteen should remain on the canteen's capital inventory so long as the items are in service. Donations of equipment by individuals to the canteen should be capitalized as contributed capital at their fair market value according to [Section 8--Capital Assets 1.0](#) (Capital Asset and Inventory Systems) if they are to be used in the canteen. If a piece of equipment is transferred to the canteen from the institution, it should be recorded as a residual equity transfer.
- c. Any **prior-period adjustments** must be reported in a supplementary schedule with supporting documentation. Under GAAP, prior-period adjustments should be infrequent. Immaterial accounting errors from a prior-period should not be reported as a prior-period adjustment (though they must be noted in your work papers and retained for audit purposes).
- d. Net Income After Operating Transfers must agree to the income statement amount.

D. **INSTRUCTIONS FOR STATEMENT OF CASH FLOWS (DMT-477A)**

A Statement of Cash Flows is required under generally accepted accounting principles.

Using form DMT-477A (Analysis of Cash), please classify all cash transactions for the period from July 1, 19XX to June 30, 19XX. The form should only contain actual cash received or cash paid through June 30, 19XX. Non-cash transactions such as depreciation, receivables and payables should not be included on this schedule.

The purpose of the form is to classify cash receipts and cash disbursements by their source and use. The grand total of the form should equal the difference between your June 30, 19XX cash balance and your June 30, 19XX cash balance.

Under generally accepted accounting principles, it is necessary to use the categories listed wherever appropriate. Please do not tailor the

titles in the cash analysis to your specific institution since these categories are "fixed" according to GAAP definitions and must be used in the State of Wisconsin statements. Use "Other cash payments" and "Other cash receipts" only if essential.

1. Cash receipts from customers should include all cash revenues from canteen operating and non-operating activities. Include cash from sale of non-capital equipment, salvage or supplies. Do not include accrued income (income earned but not received as of the balance sheet date).
2. Cash Receipts from Commissions should include all cash revenue from vending machines and all other commission revenues.
3. Cash payments to employees should include all salaries and fringe benefits paid. Do not include accrued salaries or compensated absences.
4. Cash payments for supplies and services should include all expenses for items held for resale, for inventory, for supplies, and for miscellaneous operating and non-operating expense. Do not include any accrued expenses as of the balance sheet date.
5. Cash loans received from others should include any loans from other institution's canteen funds or from any other source. These transactions are infrequent and must be appropriately authorized.
6. Cash loans to others should include all loans to other canteen funds or any other organization. It does not include receivables incurred in the ordinary course of business for the canteen. Under [Section 11--Institution Accounting 4.0](#) (Canteen Fund Policy and Procedures), canteen monies may not be used for petty cash reimbursed by the operating accounts or for the resident change account.
7. Cash receipts from operating transfer-in should include the portion of salary & fringe benefits paid by the institution/center.
8. Donations to institution and residents should include the items reported as "operating transfer-out" in the income statement.
9. Cash payments for equipment should include the purchase of capital equipment to be used in the canteen. Payments for non-capital equipment are to be reported as "Cash payments for supplies and services."
10. Cash received from sale of equipment should include all amounts received from the sale of capital equipment. Sale of non-capital equipment or supplies should be reported as "cash received from customers."
11. Cash receipts from interest should include interest received on canteen bank accounts.
12. "Other cash payments" and "Other cash receipts" should be used only if the above categories as defined are not appropriate.
13. Total must agree to Change in Cash Balance and to Net Cash Balance provided by Operations.

14. Net Income after Operating Transfers must agree to the amount in the income statement. The purpose of this section is to convert the accrual data to Net Cash provided by Operations.
15. Depreciation must agree to the amount claimed in the income statement. Depreciation is added back to net income to derive net cash provided by operations.
16. Decrease (increase) in inventories and Decrease (increase) in receivables are illustrative examples of changes in cash due to changes in asset values.
17. Increase (decrease) in accounts payable/ salaries payable and Increase (decrease) in sales tax payable are illustrative examples of changes in cash due to changes in values of liabilities.
18. Other includes all other changes not specifically described above.
19. Net Cash provided by Operations must agree to Change in Cash Balance and to Total.

#### **ATTACHMENTS**

1. Statement of Revenues/Expenses and Fund Equity Changes (DMT-477)
2. Balance Sheet (DMT-477B)
3. Analysis of Cash (DMT-477A)

#### **REFERENCES**

[DHFS APP Section 2--Cash and Cash Equivalents 6.0](#) (Depository Funds and Petty Cash Report)

[DHFS APP Section 8--Capital Assets 1.0](#) (Capital Asset and Inventory Systems)

[DHFS APP Section 8--Capital Assets 4.0](#) (Year-End Capital Asset Reporting)

[DHFS APP Section 11--Institutional Accounting 4.0](#) (Canteen Fund Policy and Procedures)

[DHFS APP Section 11--Institutional Accounting 4.2](#) (Reimbursement of Canteen Operations Expense)

DOA's GAAP Conversion Manual, Section V Policy's & Procedures, Sub-Section 11-Compensated Absences, Procedures for how to calculate compensated absences [http://www.doa.state.wi.us/pagesubtext\\_detail.asp?linksubcatid=458&linkcatid=140&linkid=1](http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=458&linkcatid=140&linkid=1)

#### **CONTACTS**

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**DEPARTMENT OF HEALTH & FAMILY SERVICES**Division of Management & Technology  
DMT-477 (Rev. 06/03)**STATE OF WISCONSIN**

Institution Accounting 4.1

**CANTEEN OPERATIONS AT: \_\_\_\_\_****Statement of Revenues/Expenses and Fund Equity Changes GAAP Basis****For Year Ended: \_\_\_\_\_**

Gross Sales	_____	
Cost of Goods Sold		_____
Beginning Inventory	_____	
Purchases	_____	
Merchandise Available for Sale	\$ _____ -	
Ending Inventory	_____	
Cost of Goods Sold		\$ _____ -
<b>GROSS PROFIT ON SALES</b>		\$ _____ -
Other Operating Income		_____
Total Operating Income		\$ _____ -
Operating Expenses		
Salaries and Fringe Benefits	_____	
Supplies and Services	_____	
Depreciation	_____	
Miscellaneous Expense	_____	
Total Operating Expenses		\$ _____ -
<b>NET INCOME/(LOSS) ON OPERATIONS</b>		\$ _____ -
Non-Operating Income		
Commissions	_____	
Interest	_____	
Other Income	\$ _____ -	
Total Non-Operating Income	\$ _____ -	
Non-Operating Expense	_____	
Net Non-Operating Income		\$ _____ -
<b>NET INCOME/(LOSS) BEFORE OPERATING TRANSFERS</b>		\$ _____ -
Operating Transfers In	_____	
Operating Transfers Out	_____	
<b>NET INCOME/(LOSS) AFTER OPERATING TRANSFERS</b>		\$ _____ -
Fund Equity BEGINNING Balance	_____	
Prior Period Adjustments	_____	
Fund Equity ENDING Balance		\$ _____ -

Prepared by \_\_\_\_\_ Date \_\_\_\_\_ Telephone No. \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Telephone No. \_\_\_\_\_

**DEPARTMENT OF HEALTH & FAMILY SERVICES**Division of Management Technology  
DMT-477B (Rev. 04/04)**STATE OF WISCONSIN**

Institution Accounting 4.1

**CANTEEN OPERATIONS AT:** \_\_\_\_\_**Balance Sheet (GAAP Basis)****For Year Ended:** \_\_\_\_\_**ASSETS**

## Current Assets

Cash on Hand	_____
Checking/Savings Accounts	_____
Certificates of Deposit	_____
Receivables	_____
Due from Other Funds	_____
Inventories	_____
Deferred Expense (Prepaid Expenses)	_____

Total Current Assets	\$ _____ -
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## Capital Assets

Capital Assets	_____
Less Accumulated Depreciation	_____

Net Capital Equipment	\$ _____ -
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<b>TOTAL ASSETS</b>	<b>\$ _____ -</b>
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**LIABILITIES & FUND EQUITY**

## Liabilities

Current Liabilities	_____
Accounts Payable	_____
Sales Tax Payable	_____
Due to Other Funds	_____
Compensated Absences	_____
Deferred Revenue	_____
Other	_____

Total Liabilities	\$ _____ -
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## Fund Equity

Beginning Fund Equity	_____
Prior Period Adjustments	_____
Net Income after Operating Transfers	_____

Total Fund Equity	\$ _____ -
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<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ _____ -</b>
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Prepared by \_\_\_\_\_ Date \_\_\_\_\_ Telephone No. \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Telephone No. \_\_\_\_\_

**DEPARTMENT OF HEALTH & FAMILY SERVICES**  
Division of Management & Technology  
DMT-477A (Rev. 06/03)

**STATE OF WISCONSIN**  
Institution Accounting 4.1

**CANTEEN OPERATIONS AT: \_\_\_\_\_**  
**Analysis of Cash**  
**For Year Ended: \_\_\_\_\_**

Item	Amount
Cash Receipts from Customers	
Cash receipts from Commissions	
Cash Payments to Employees	
Cash Payments for Supplies and Services	
Cash Loans Received from Others	
Cash Loans to Others	
Operating Transfer-In	
Operating Transfer-Out	
Cash Payments for Equipment	
Cash Received from Sale of Equipment	
Cash Receipts from Interest	
Other Cash Payments (Detail)	
Other Cash Payments (Detail)	
<b>TOTAL (Must agree with change in cash balance)</b>	<b>-</b>
NET Income after Operating Transfers	
Depreciation	
Decrease (Increase) in Inventories	
Decrease (Increase) in Receivables	
Increase (Decrease) in Accts Payable/Salaries Payable	
Increase (Decrease) in Sales Tax Payable	
Other	
<b>NET CASH PROVIDED BY OPERATIONS</b> (Must agree with change in cash balance)	<b>-</b>
Current Cash Balance June 30, 200X	
Less: Prior year Cash Balance June 30, 200X	
<b>CHANGE IN CASH BALANCE</b>	<b>-</b>

Prepared by \_\_\_\_\_ Date \_\_\_\_\_ Telephone No. \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Telephone No. \_\_\_\_\_